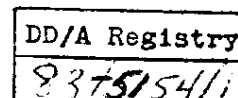


S E C R E T



28 DEC 1983

MEMORANDUM FOR: Director of Communications  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Financial Guidance for FY 1984

DD  
FIL: 30-5

25X1

1. The "Financial Guidelines for Executing the 1984 Program" as issued by the Executive Director are attached. This document includes methods to be used as well as reporting requirements for executing the FY 1984 budget. Please note the specific items to be included in any proposed reprogramming request. Also in the Comptroller's Meetings section of the attachment, the following changes and additions should be noted:

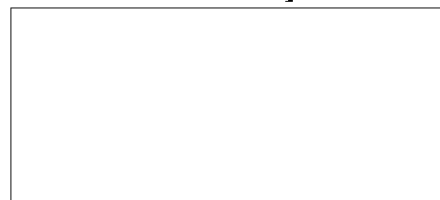
a. Reports from your Office containing the requested information should be transmitted electronically via AIM to  of the Management Staff and be forwarded no later than the COB of the eighth working day of each month. As the transmitted information represents the official position of your Office, it should only be released by the Office Director or his appointed representative.

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b. Estimated personnel services requirements and FTE needs do not have to be reported as this requirement will be accomplished at the Directorate level.

c. Status of obligations/commitments on specific activities will be requested telephonically if any are received by the Comptroller's Office.

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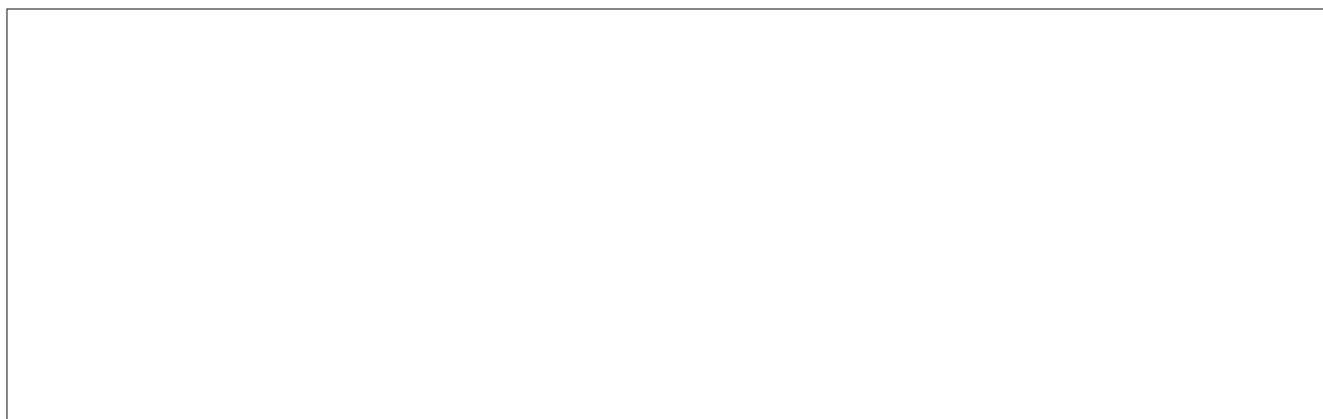


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3. As this is the first year for execution of the SSR's, some procedural changes must be implemented, hopefully for this fiscal year only. The Office of Comptroller has agreed to permit us to prepare one Directorate consolidated reprogramming memorandum to move funds from the budgeted SSR FAN's and SOC's to the proper execution FAN/SOC's if necessary. Please forward the amounts of any requested changes to the Management Staff via AIM by 13 January 1984. It will also be necessary for your Office to "track" SSR expenditures during FY 1984 and report obligation/commitments at the end of the months of February, April, June and August. This report should be part of your normal monthly report and contain a cumulative list of items obligated or committed, quantities received or ordered and total costs involved. [redacted]

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4. Again this year as an additional Directorate requirement, please advise us of any surpluses, reprogramming, or unfunded requirements (in rank order) between [redacted] in sufficient detail to permit requested action or funding. [redacted]

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5. If you have any questions on any of the above, please call [redacted] (DDA Management Staff [redacted] or [redacted] (DDA Management Staff [redacted])

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Harry E. Fitzwater

## Attachments:

- A. Financial Guidelines for Executing the 1984 Program
- B. Advice of Sub-allotment

DDA/MS [redacted] 25X1(83)

Orig - [redacted] (w/att)

1 - HEF Chrono (w/o att)

1 - **DDA Subject (w/o att)**

1 - DDA Chrono (w/o att)

1 - DDA/MS Subject (w/att)

1 - DDA/MS Chrono (w/o att)

2

S E C R E T